



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Student Assistant

Hourly Salary: Rg A \$8.41 – Rg D\$11.20

One Temporary/Hourly Position

Location: Downtown Sacramento

Final Filing Date: Until filled

Job Number 0101175

Minimum Education: This position is open to students that are currently enrolled in a minimum of 6 semester units or 9 quarter units in an undergraduate program attending a public or private institution which is affiliated with the California State University, Sacramento Foundation. All majors are considered, but strong interest in public administration and health policy is preferred.

Preferred Experience: Ability to work independently and take initiative. Experience at creating and maintaining databases, and general computer skills. Attention to detail and thoroughness in completing assignments. Good written and oral communication skills. Demonstrates commitment to performing duties in a service-oriented manner. Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment. Maintains good work habits and adheres to all policies and procedures.

Duties and Responsibilities: The Managed Risk Medical Insurance Board is seeking a Student Assistant for the Health Policy, Legislation and External Affairs Office within the state department that runs the CHIP (Children's Health Insurance Program), called Healthy Families, and the state insurance pool for "medically uninsurable" individuals. This is a great opportunity to learn about state and federal legislation and gain valuable administrative, analytical and support skills. Duties may include: helping with monitoring committee hearings and tracking legislation; compiling and organizing historical materials from past Board meetings; developing and implementing a tracking system for legislative and public information requests; and general office support (filing, using Excel, PowerPoint, Word, etc.)

How to Apply:

Go to <http://www.ueijobs.com/hr>, it is the link for University Enterprises, Inc (UEI). If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.